



JOB DESCRIPTION	
Job Title	Solicitor (Adult & Children Safeguarding)
Portfolio	Governance
Reports to	Legal Services Manager
Location	County Hall, Mold
Job Reference/ID Number	
Job Purpose	
<p>The provision of legal advice and support in connection with work arising from the Social Services Portfolio. Undertaking Court work from the said service including care proceedings and/or Deprivation of Liberty Applications.</p> <p>The Work includes advising upon, preparing and conducting Court cases arising from Children & Adult Safeguarding matters, such as Care and Supervision Proceedings, Court of Protection and DOLS, also private law and adoption matters.</p> <p>The postholder will in addition provide specialist legal advice on Information Law including Freedom of Information Requests and Data Protection issues.</p> <p>Ultimately to ensure that the Council operate within the law in relation to Safeguarding, Freedom of Information and Data Protection matters. To protect children and adults from abuse through the Court process and to protect peoples' data whilst allowing access where entitled.</p>	

Principal Accountabilities
<ol style="list-style-type: none">1. To provide specialist legal advice to the Data Protection Team and Freedom of Information Team on matters relating to their functions.2. To undertake non-contentious and contentious work in respect of Litigation and Welfare and also Property and Environment functions and apply and undertake specialist disciplines namely, adult safeguarding and child protection/child in need, and Information Law and also specialist generic disciplines including advocacy, complaints handling, negotiation skills.3. Interpret the law and provide legal advice and assistance to officers, principally in the Social Services and Data Protection/Freedom of Information services across the spectrum of their work remit.4. Recommend action to be taken on the basis of such legal advice.5. Appear as advocate in or manage legal proceedings and process including adult and safeguarding proceedings, private children law proceedings, adoption proceedings and Information Tribunal proceedings before the Family Courts, Court of Protection, Deprivation of Liberty Applications and Information Tribunal and the preparation of Court documentation and pleadings e.g. applications, statements and case summaries.

6. To provide a comprehensive legal service to Social Services Portfolio including children and adults to conduct child and adult safeguarding cases, enter into negotiations with other parties and make decisions as to the conduct of the case and attend and advise at all ancillary meetings
7. To undertake any other litigation or advice work as requested by the Legal Services Manager and/or Senior Barrister.

Job Context

The post involves advocacy and representation at Court in Child and Adult Safeguarding matters. In the Court environment it is an essential skill to think on ones feet, to respond and react appropriately and often tactically to information which is presented on spur of the moment by other solicitors and Judges, both inside the Court room (and particularly in cross-examination) and outside the Court room in negotiations. Often in negotiations outside Court is possible to narrow down the contentious issues or come to imaginative solutions to the litigated problem which satisfies all parties, thus allowing the Court hearing to proceed on an uncontested basis or on a narrower basis of contention than previously.

The post holder, as legal advisor, is required to interpret legislation and national and local policies and ensure that the Council complies with these. For example, in applying for Orders before the family court. Ensuring that the council are compliant in their obligations to families (e.g. support and assistance whilst children in care and then upon leaving care), in considering interpretation of the prevailing legislation, case law and guidance. Advising on amendments and improvements required to council policy so that it reflects any changes in legislation. Advising on legislation and changes in case law and government policy

Supervision/Management of People

Employment Checks/Specific Requirement i.e. DBS

DBS.

Special Working Conditions

Person Specification

The person specification sets out the skill, knowledge and experience that are considered to be necessary to perform the role and will be used in short-listing both at application and interview stage. It is therefore important that you demonstrate on your application how you meet all of the essential requirements.

Academic/ Professional Qualification	Essential / Desirable	How this will be assessed?
Qualified Solicitor or Member of the Fellow Institute of Legal Executives	Essential	Application form
Knowledge and Experience		
Experience of working in a legal environment	Essential	Application form
Knowledge of local government practices and procedures.	Desirable	Application form
Experience of working with confidential sensitive and personal data	Desirable	Application form
Skills		
Manage own caseload with the ability to prioritise matters.	Essential	Application/Interview
Work well under pressure.	Essential	Application/Interview
Ability to work with minimum supervision	Essential	Application/Interview
General Advocacy.	Essential	Application/Interview
Ability to prepare legal documentation for Court and Tribunal proceedings.	Essential	Application/Interview
Well-developed communication skills both written and verbal. Able to communicate effectively with Officers internally and externally with courts, barristers, professional bodies and members of the public.	Essential	Application/Interview
Good all round IT skills including Word, Excel and databases.	Essential	Application/Interview
Flintshire County Council Core Behavioral Competencies	Essential	How this will be assessed?
Customer First: Provide reliable and relevant legal advice and support to clients. Take initiative and aim to provide solutions to legal problems.	Essential	Application/Interview
Working Smarter: Set high standards for the quality and quantity of work. Suggest ways of stream lining processes and making improvements.	Essential	Application/Interview
Working Together/Partnership: Complete share of work to ensure team objectives and performance are met. Listen to colleagues and respond appropriately. Keep clients and colleagues informed of progress on key tasks.	Essential	Application/Interview

Communication: Keep correct people informed of progress on matters.	Essential	Application/Interview
Learn and keep abreast of relevant law and put in practice relevant procedures.	Essential	Application/Interview
Leading and Managing: Manage day to day workload to meet deadlines. Make best use of time and resources.	Essential	Application/Interview